June 2008

RE: EDExpress for Windows 2008-2009, Release 3.0

Dear EDExpress Users:

Federal Student Aid is pleased to announce the availability of EDExpress for Windows 2008-2009, Release 3.0. Release 3.0 is the first of three planned EDExpress 2008-2009 enhancement releases that implement provisions of the College Cost Reduction and Access Act (CCRAA), Pub. L. 110-84, and other regulatory changes.

In addition to other changes, the CCRAA authorized the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program for implementation beginning with the 2008-2009 award year. The TEACH Grant Program provides up to $4,000 a year in grant assistance to a student who agrees to serve for at least four years as a full-time teacher in a high-need field in a public or private elementary or secondary school that serves students from low-income families. A TEACH Grant recipient who does not complete the required teaching within a specified timeframe, or fails to meet certain other requirements of the TEACH Grant Program, will be required to repay the TEACH Grant as a Direct Unsubsidized Loan under the William D. Ford Federal Direct Loan (Direct Loan) Program.

For further operational guidance on the TEACH Grant Program, refer to the Electronic Announcement posted on the IFAP Web site on June 19, 2008 at ifap.ed.gov/eannouncements/061908AddtlTEACHGrantOpImp.html. For policy guidance on the TEACH Grant Program, refer to the Dear Colleague Letter 08-01, posted on the IFAP Web site at ifap.ed.gov/dpcletters/010808GENFP0801.html, and the TEACH Grant Final Rule, posted on the IFAP Web site at ifap.ed.gov/fregisters/FR06232008TEACH.html. Finally, for further guidance on Institutional Eligibility to participate in the TEACH Grant Program, please refer to Dear Colleague Letter GEN 08-07 posted on the IFAP Web site at ifap.ed.gov/dpcletters/060308GEN0807.html.

TEACH Grant functionality is installed as part of EDExpress 2008-2009 beginning with Release 3.0. This includes the ability to create and update student TEACH Grant origination and disbursement records, export TEACH Grant origination and disbursement records for processing by the Common Origination and Disbursement (COD) System, and import responses and reports returned by the COD System for TEACH Grant records.

Important Note: If you are currently using EDExpress 2008-2009, Release 2.0 to exchange Pell Grant, Academic Competitiveness Grant (ACG), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), or Direct Loan data with the COD System, **do not install Release 3.0 until you have imported all pending COD Common Record Response files (including Web Responses) for origination or disbursement data submitted using Release 2.0.** Federal Student Aid strongly encourages all EDExpress users to upgrade to Release 3.0 following the import of any outstanding COD Common Record Responses. A specific disadvantage to not upgrading to Release 3.0 is that the EDExpress user will be unable to successfully import all COD Web activity and COD System-generated Common Record Responses, which are being sent by the COD System in COD Common Record Extensible

Markup Language (XML) Schema Version 3.0a as of June 28, 2008. For more information, see the "COD Common Record Schema, COD Web Activity Responses, and COD System-Generated Responses" section later in this letter.

Release 3.0 also includes Direct Loan functionality needed to support regulatory changes related to late disbursements and maximum loan period and academic year length.

Important Note: Release 3.0 does not include updates for implementation of Direct Unsubsidized Loan annual loan limit increases for some (but not all) students, effective for loans first disbursed on or after July 1, 2008. These loan limit increases were authorized by the recently enacted Ensuring Continued Access to Student Loans Act of 2008 (ECASLA), Pub. L. 110-227. Policy guidance can be found in Dear Colleague Letter GEN-08-08, posted on the IFAP Web site at ifap.ed.gov/dpcletters/061908GEN0808.html. Operational guidance related to EDExpress and COD System processing can be found in a forthcoming Direct Loan Bulletin that will be posted on the IFAP Web site at ifap.ed.gov/IFAPWebApp/currentDLBulletinsPag.jsp.

Additional changes related to the CCRAA will be implemented in future EDExpress 2008-2009 releases currently scheduled for early January 2009 and again in Spring 2009.

For details on Release 3.0 changes related to the CCRAA and other regulatory changes, see the "Overview of EDExpress TEACH Grant Enhancements" and "Other Release 3.0 Enhancements" sections later in this letter.

About this Cover Letter

This letter includes the following information:

- An overview of TEACH Grant enhancements available in Release 3.0

- A list of additional enhancements to EDExpress for CCRAA and other regulatory changes

- Guidance regarding the updated COD Common Record Schema, COD Web activity responses, and COD System-generated responses.

- Information regarding the *2008-2009 COD Technical Reference* (July 2008 Update)

- Microsoft Windows Vista compatibility information

- Reminders on backing up and optimizing your EDExpress database

How to Get EDExpress and Documentation

You can download Release 3.0 and related user documentation from ED's Federal Student Aid Download (FSAdownload) Web site, located at fsadownload.ed.gov.

Instructions for downloading EDExpress are located in the "Downloading Documentation and Software from the FSAdownload Web Site" section of the *2008-2009 Installation Guide for EDExpress for Windows*.

Note: Some organizations restrict their users from downloading programs from Internet sites. If you have trouble downloading, contact your technical support staff to ensure that you have full download rights.

If You Have Technical Support Questions

Contact CPS/SAIG Technical Support if you have questions regarding EDExpress installation or functionality, have trouble accessing the FSAdownload Web site, or you require other technical assistance.

You can reach CPS/SAIG Technical Support Monday through Friday, 7 a.m. – 7 p.m. (CT), at **800/330-5947** (**TDD/TTY 800/511-5806**). You can also send e-mail inquiries, comments, or suggestions to CPSSAIG@ed.gov. A representative will respond within one business day.

You can also post questions regarding EDExpress on FSATECH. FSATECH is an electronic mailing list for technical questions about Federal Student Aid systems, software, and mainframe products. For more information about FSATECH, including how to subscribe, go to fsa4schools.ed.gov, click "Listserves/Mailing Lists" on the left menu, and click the "FSATech listserv" link.

If You Have Questions Regarding the COD System

If you have any questions about the COD System, contact the COD School Relations Center at **800/474-7268** for Grants or **800/848-0978** for Direct Loans. You may also e-mail CODSupport@acs-inc.com.

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EDExpress 2008-2009, Release 3.0 Installation

Important Note: Federal Student Aid strongly encourages **all** EDExpress users to install Release 3.0, even if you do not plan to award TEACH Grants. Before installing Release 3.0, review the guidance in the "COD Common Record Schema, COD Web Activity Responses, and COD System-Generated Responses" section below.

Release 3.0 can be installed as an upgrade to Release 1.0 or Release 2.0. You must have Release 1.0 or Release 2.0 installed to run an upgrade (or "custom") installation.

Reminder: Before upgrading to Release 3.0, ensure you have a reliable backup copy of your current EDExpress 2008-2009 production database (**expres89.mdb**).

To upgrade to Release 3.0, select the Stand Alone Custom or Workstation Custom option during installation, depending on your EDExpress operating environment.

If you have not installed Release 1.0 or Release 2.0, you can proceed directly to a Stand Alone Full or Network Server/Workstation Full installation of Release 3.0. Be aware, however, that a Stand Alone Full or Network Server/Workstation Full installation loads a new, blank 2008-2009 EDExpress database to your system. If you already have a 2008-2009 database, a Stand Alone Full or a Network Server/Workstation Full installation of Release 3.0 will overwrite your database and all previously entered 2008-2009 data will be lost.

For more information on the EDExpress installation process, see the *Installation Guide for EDExpress for Windows 2008-2009*, which is available for download from the FSAdownload Web site at fsadownload.ed.gov/softexpress0809.htm.

COD Common Record Schema, COD Web Activity Responses, and COD System-Generated Responses

On June 28, 2008, Federal Student Aid implemented Version 3.0a of the COD Common Record Extensible Markup Language (XML) Schema. This version incorporates a new block for TEACH Grant awards and other changes throughout the schema to comply with standards established by the Postsecondary Electronic Standards Council (PESC). For complete information about the schema version 3.0a, see "COD Common Record XML Schema Version 3.0a" on the IFAP Web site at ifap.ed.gov/eannouncements/060408CODSchemaVer30aCorrected.html.

Important Note: Before installing EDExpress 2008-2009, Release 3.0, ensure that you have imported all COD Common Record Response files (including Web Responses) for any Pell Grant, ACG, National SMART Grant, or Direct Loan data you submitted to the COD System using Release 2.0. You will **not** be able to import COD response files for data created and exported using Release 2.0 into Release 3.0, as the two releases use different schema versions.

To determine if there are any COD Common Record files that were exported from EDExpress for which a response file has not been imported you can print a List- Document Activity report before upgrading to Release 3.0. To print the report, select **File**, **Print** from the main menu in EDExpress and click the **COD** tab. Click the down arrow for Report and select **List-Document Activity**. If there is no Response Import Date for a Document ID, the response file has not yet been imported. Contact CPS/SAIG Technical Support at 800/330-5947 (TDD/TTY 800/511-5806) or by e-mail at CPSSAIG@ed.gov to have the COD Response file restored to your Student Aid Internet Gateway (SAIG) mailbox.

You will also need to make sure that all of the COD Web activity and COD System-generated Common Record Response files that were created by the COD System prior to June 28, 2008 have been downloaded from your SAIG mailbox and imported into EDExpress before upgrading to EDExpress Release 3.0. This would include Web Responses (CRWB09OP), MPN Responses (CRPN09OP), Booking Notification Responses (CRBN09OP), Credit Decision Override Responses (CRCO09OP), Payment to Servicing Responses (CRPS09OP), and Negative Disbursement Responses (CRND09OP).

As noted earlier in this letter, Federal Student Aid strongly encourages **all** EDExpress users to install Release 3.0, even if you do not plan to award TEACH Grants. Release 3.0 updates COD functionality in EDExpress 2008-2009 to follow schema version 3.0a for the 2008-2009 award year for Common Record documents.

By installing Release 3.0, users will ensure that the origination and disbursement records being submitted to the COD System for Direct Loan, Pell Grant, ACG, National SMART Grant, and TEACH Grant awards are formatted using COD Common Record XML Schema Version 3.0a. Users can then be assured that response data sent by the COD System, including COD Web activity and System-generated responses, can be successfully imported.

- **COD Web Activity Responses for All Schools –** As explained in the "COD Common Record XML Schema Version 3.0a" posting on the IFAP Web site at ifap.ed.gov/eannouncements/060408CODSchemaVer30aCorrected.html, beginning June 28, 2008, all schools will receive COD Web activity responses (CRWB) from the COD System in COD Common Record XML Schema Version 3.0a. This means that if you do not install Release 3.0 you will be unable to import COD Web Activity responses.

- **COD System-Generated Responses for Schools Installing Release 3.0 –** As explained in the "COD Common Record XML Schema Version 3.0a" posting on the IFAP Web site at ifap.ed.gov/eannouncements/060408CODSchemaVer30aCorrected.html, schools that begin to use schema version 3.0a on or after June 28, 2008 will need to take action regarding COD System-generated responses. This means that if you install Release 3.0, as we encourage you to do, you will need to enter your schema preference for each program (other than TEACH Grant) via the COD Web site's School Options Information screen. Instructions for how to access the screen and change the schema preference are provided in the "COD Common Record XML Schema Version 3.0a" posting on the IFAP Web site at ifap.ed.gov/eannouncements/060408CODSchemaVer30aCorrected.html.

- **COD System-Generated Responses for Schools Not Installing Release 3.0** – As explained in the "COD Common Record XML Schema Version 3.0a" posting on the IFAP Web site at ifap.ed.gov/eannouncements/060408CODSchemaVer30aCorrected.html, schools that do not begin to use schema version 3.0a on or after June 28, 2008 will need to take no action regarding COD System-generated responses. This means that if you continue to use Release 2.0 you will not need to change your schema preferences. All COD System-generated responses will continue to be sent by the COD system in schema version 2.0e.

If you have any questions about setting your school's schema preferences for COD System-generated responses, contact the COD School Relations Center at 800/474-7268 for Grants or 800/848-0978 for Direct Loans. You may also e-mail CODSupport@acs-inc.com.

New TEACH Grant Functionality in Release 3.0

EDExpress 2008-2009, Release 3.0 adds new TEACH Grant tabs, menu options, and setup parameters throughout the software that mirror the functionality and "look and feel" of existing Pell Grant and Direct Loan functionality.

For example, TEACH Grant origination and disbursement data is entered and modified on the TEACH Grant sub-tabs of the Origination and Disburse tabs, respectively. Similarly, functionality shared by the Direct Loan and Pell Grant modules under EDExpress COD menus (such as COD System Setup, COD Disbursement Profile setup, and reports under COD Print) now include TEACH Grant parameters and data.

Note: For more information and guidance regarding TEACH Grant functionality in EDExpress 2008-2009, Release 3.0, see the help topic "Teacher Education Assistance for College and Higher Education Grant (TEACH Grant)" in EDExpress online help. You can access online help from the EDExpress main menu by selecting **Help**, **Help Topics**.

Release 3.0 adds the following TEACH Grant functionality:

TEACH Grant Setup

- **TEACH Grant School Setup** (**Tools**, **Setup**, **COD**, **School**) – We added a unique School setup tab, enabling you to provide school profile information and default options and settings that are applied when processing TEACH Grant origination and disbursement records.

- **TEACH Grant Disbursement Profile Setup** (**Tools**, **Setup**, **COD**, **Disbursement**) – We modified the Disbursement Profile setup tab to enable you to establish unique disbursement profile codes for TEACH Grant records. You can share disbursement profile codes for Pell Grant, Direct Loan, and TEACH Grant records. You must define at least one disbursement profile code before you can originate TEACH Grant records.

- **TEACH Grant System Setup** (**Tools**, **Setup**, **COD**, **System**) – The TEACH Grant section of System setup enables you to identify the Source Entity ID and other default settings that are applied when processing TEACH Grant records.

- **TEACH Grant Security Groups Setup (Tools, Setup, Global, Security Groups)** – The Security Groups setup dialog box now includes a tab for TEACH Grant security setup, enabling you to assign access privileges to TEACH Grant functionality by groups of users.

- **TEACH Grant File Formats Setup (Tools, File Formats, TEACH)** – You can now use File Format setup to select TEACH Grant data elements you want to include in an external export.

TEACH Grant Entry

- **TEACH Grant Origination Tab** – We added a new TEACH Grant origination tab, which is accessible as a sub-tab of the Origination tab within a student's record. Origination records can be created by manual entry, importing Institutional Student Information Record (ISIR) data, or by importing an External TEACH Grant Data file (TGED09OP).

- **TEACH Grant Disbursement Tab** – We added a new TEACH Grant disbursement tab, which is accessible as a sub-tab of the Disburse tab within a student's record. Disbursement records can be created by manual entry, TEACH Grant Multiple Entry, or by importing an External TEACH Grant Data file (TGED09OP).

- **TEACH Grant Multiple Entry** – TEACH Grant Multiple Entry enables you to modify various TEACH Grant origination and disbursement fields for multiple students at one time. You can update each field with the information you want changed on all records and specify the group of records by using selection criteria, by entering Social Security Numbers (SSNs), or by importing an SSN file.

TEACH Grant Export Types

The following TEACH Grant export options are located under **File**, **Export**, **TEACH**:

- **COD Common Record** – TEACH Grant origination and disbursement data are exported in the COD Common Record format using the same message class (CRAA09IN) as Direct Loan and Pell Grant records. You can combine TEACH Grant, Pell Grant (including ACG and National SMART Grant), and Direct Loan records when you export a COD Common Record file. You can also override the Combine Files function in the Export dialog box when a COD Common Record file is exported.

- **TEACH Grant External Export** – We added a TEACH Grant External Export option, which enables you to export TEACH Grant data for use in an external system. You must create and select a TEACH Grant File Format before exporting that indicates the fields you want to export and the order they should appear in your export file.

TEACH Grant Import Types

The following TEACH Grant import options are located under **File**, **Import**, **TEACH**:

- **COD Common Record Receipt/Response** – TEACH Grant origination and disbursement records are imported in the COD Common Record format using the same message class (CRAA09OP) as Direct Loan and Pell Grant records. ATS Responses (CRAT09OP) and Booking Notification Responses (CRBN09OP) are also imported as COD Common Record responses.

- **Origination Data – ISIRs** – You can import ISIR data from the App Express module to create TEACH Grant origination records. Only ISIRs with an expected family contribution (EFC) will import into the TEACH Grant module.

  Note: When importing ISIR data into the TEACH Grant module, you can include TEACH Grant award amounts added to packaging records.

- **External TEACH Grant Data –** You can create and update TEACH Grant origination and disbursement records in EDExpress by importing an External TEACH Grant Data file. Follow the External Import record layout (TGED09OP) in the *2008-2009 Common Origination and Disbursement (COD) Technical Reference*, Volume III to create an ASCII file of TEACH Grant data you can import into EDExpress.

TEACH Grant Reports

The following TEACH Grant reports are printed from **File**, **Print**, **TEACH**:

- **Origination Record** – The TEACH Grant Origination report displays all fields and data entered on a student's TEACH Grant origination record. You can print edits and disbursement information on the report by selecting the option in the Print dialog box.

- **Origination List –** The TEACH Grant Origination List report displays a list of TEACH Grant origination records based on the criteria you specify in the Print dialog box.

- **List – Anticipated Disbursements –** The TEACH Grant List–Anticipated Disbursements report provides three report type options for TEACH Grant records in the EDExpress database:

  – Anticipated disbursements with corresponding actual disbursements
  – Anticipated disbursements with pending actual disbursements
  – Anticipated disbursements with corresponding and pending actual disbursements

- **List – Actual Disbursements –** The TEACH Grant List–Actual Disbursements report provides a detailed list of TEACH Grant actual disbursements in your database and summary totals. You can filter the report to display records with:

  – Booked actual disbursements

  – Unbooked actual disbursements

  – Booked and unbooked actual disbursements

- **List – ATS Status –** The List–ATS Status report contains information to help you monitor your Agreement to Serve (ATS) process for TEACH Grant records in your database, and provides the ATS status for each record.

- **RL – User-Defined Format –** The RL–User-Defined Format report provides a record layout for all fields selected in a specified TEACH Grant File Format code, including field lengths and field descriptions. Your technical support staff can use this record layout to interpret the results of a TEACH Grant External Export file you created using a specified TEACH Grant File Format.

TEACH Grant Query

- **TEACH Grant Query (Tools, Query, TEACH) –** We added a TEACH tab to Query, which enables you to access several new predefined TEACH Grant data queries as well as create and save new TEACH Grant data queries. You can use TEACH Grant queries for a variety of tasks in EDExpress, including filtering TEACH Grant report results to specific student groups and specifying records to update using TEACH Grant Multiple Entry.

TEACH Grant Browse and View

- **TEACH Grant Browse (Tools, Browse, TEACH) –** We added a TEACH Browse dialog box to display quick views of TEACH Grant information in your database.

  – The TEACH Origination and Disburse tabs display information about TEACH Grant origination and disbursement records currently in the EDExpress database.

  – The TEACH Document Activity tab displays information about origination and disbursement documents you have imported or exported.

  – The TEACH Query Fields grid lists fields available for queries, field lengths, the table and field name where the field is stored, and the valid content for each field.

- **TEACH Grant Processed Edits View (View, Processed Edits) –** Select **View**, **Processed Edits** from the TEACH Grant Origination or Disbursement tab to view reject edit codes assigned to the record by the COD System as a result of data processing.

Enhancements to Existing EDExpress Functionality in Release 3.0

The following enhancements to existing EDExpress 2008-2009 functionality for the TEACH Grant and other regulatory changes are available in Release 3.0.

Global Enhancements

Demo Tab

- **TEACH Entrance Interview, Exit Counseling Date Fields Added to Demo Tab and Global Demographic External Import –** We added TEACH Entrance Interview Date and TEACH Exit Counseling Completed Date fields to the Demo tab for schools who conduct TEACH Grant entrance and exit counseling and want to record the dates in EDExpress. These fields can only be updated using manual entry or importing demographic data (**File**, **Import**, **Global**, **Demographic Data**). We added the fields to the Import Demographic Record Layout as fields 34 and 35, with a valid date range of 19000101 to 20991231. To print the record layout select **File**, **Print**, **Global** and select the **RL–Demographic Data** report.

- **Field Added to Demo Tab Indicating TEACH Grant Record** – A new Demo tab field labeled "TEACH Records?" indicates the student record you are viewing has an existing TEACH Grant record in EDExpress.

File Management Setup

- **TEACH Grant Message Classes Added to File Management Setup –** We added new TEACH Grant import message classes to File Management setup (**Tools**, **Global**, **File Management**). You can modify the default location for these import files as needed.

Global Print

- **TEACH Grant Added to Student Summary Report –** TEACH Grant award information is now included in the Packaging section of the Student Summary report.

Application Processing Enhancements

Application Processing Import

- **ISIR Import Modified to Identify Records With Existing TEACH Grant Awards –** We updated ISIR import (under **File**, **Import**, **App Express**) to enable users to select an option that identifies incoming ISIR records that have an existing TEACH Grant record in the EDExpress database. EDExpress also indicates records with existing Packaging, Pell Grant, or Direct Loan records on the Import Records Edit Report if you select this checkbox.

Application Processing Query

- **Predefined Application Processing Query Added for TEACH Grant SAR Comment Codes –** We added a predefined Application Processing query labeled TEACH Grant Comment Codes. When used as a selection criteria filter, this query limits the results of the function you are performing (such as ISIR print) to ISIR transactions that include TEACH Grant SAR comment codes 281 or 282.

Packaging Enhancements

Fund Maintenance Setup

- **TEACH Grant Aid Type Added to Fund Maintenance Setup** – We updated Packaging Fund Maintenance setup (**Tools**, **Setup**, **Packaging**, **Fund Maintenance**) to add a unique aid type (**T**) for the TEACH Grant.

   Note: Aid type **T** cannot be added to a Packaging award methodology.

Packaging Entry and External Import

- **Manual Entry, Multiple Entry, External Import of TEACH Grant Awards Enabled** – Packaging users can now award TEACH Grant funds to student records using aid type **T**. TEACH Grant funds can be awarded manually on student records, by using Packaging Multiple Entry, or by importing a Packaging External Import – Add Fund Amounts file.

   Note: TEACH Grant funds must be awarded in Packaging using aid type **T** if you want to import Packaging data into the TEACH Grant module to create origination records.

Packaging Print

- **TEACH Grant Statistics Added to Measurement Tools** – **Funds Report** – We modified the Measurement Tools – Funds report to include Total Amount of TEACH Grants Awarded, Total Number of Students Receiving TEACH Grants, and Percentage of Students Receiving TEACH Grants.

Packaging Query

- **Packaging Queries Added, Modified for TEACH Grant** – We added a predefined Packaging query labeled HAS TEACH RECORD with valid values of **Y** (Yes) and **N** (No). We also modified the Packaging query FUND AID TYPE to include aid type **T** (TEACH) as a field value.

Pell Grant and Direct Loan Enhancements

Direct Loan Disbursement Entry

- **Direct Loan End of Entry Edits Updated for Regulatory Change to Late Disbursements**
  Final regulations published on November 1, 2007 extended the deadline for making "late"
  Direct Loan disbursements from 120 days to 180 days. We have adjusted Direct Loan
  disbursement entry edit 3105 to accommodate this change. Edit 3105 will now state:
  WARNING – This Disbursement Date is more than 180 days past the Loan Period End Date
  and will be rejected by the COD system. For additional guidance on "late" Direct Loan
  Disbursements refer to the Electronic Announcement posted on the IFAP Web site at
  ifap.ed.gov/eannouncements/052008EndofLLDApprovalProcess.html.

  Important Note: Release 3.0 does not include updates for implementation of Direct
  Unsubsidized Loan annual loan limit increases for some (but not all) students, effective for
  loans first disbursed on or after July 1, 2008. These loan limit increases were authorized by
  the recently enacted Ensuring Continued Access to Student Loans Act of 2008 (ECASLA),
  Pub. L. 110-227. Policy guidance can be found in Dear Colleague Letter GEN-08-08, posted
  on the IFAP Web site at ifap.ed.gov/dpcletters/061908GEN0808.html. Operational guidance
  related to EDExpress and COD System processing can be found in a forthcoming Direct
  Loan Bulletin that will be posted on the IFAP Web site at
  ifap.ed.gov/IFAPWebApp/currentDLBulletinsPag.jsp.

  Pell Grant and Direct Loan Export

- **TEACH "Combine" Options Added to Pell Grant, Direct Loan Common Record
  Export** – We updated the Selection Criteria section in the Pell Grant and Direct Loan Export
  dialog box to include TEACH Origination and TEACH Disbursement buttons. This enables
  you to combine TEACH Grant records in the same COD Common Record export file
  (CRAA09IN) with Pell Grant and Direct Loan records.

  Note: If you are exporting from the Pell or Direct Loan tab, the checkbox for the current tab
  is selected and disabled. The TEACH checkbox is selected if you enabled the Combine
  Module(s) functionality in COD System setup (**Tools**, **Setup**, **COD**, **System**). You can clear
  the TEACH checkbox if you do not want to include those records with Pell Grant and Direct
  Loan records in the export file.

EDExpress COD Enhancements

COD Setup

- **Academic Year and Approved Loan Period Ranges Updated for COD Disbursement
  Profile Setup** – As a result of regulatory changes, we updated the maximum length of the
  Academic Year and Approved Loan Period date ranges in COD Disbursement setup from 12
  months to 36 months, with a start date no later than 06/30/2009 or an end date no earlier than
  07/01/2008.

COD Print

- **TEACH Grant Data Added to EDExpress COD Reports** – We updated the List–Student Records in Document, List–Document Activity, and List-Disbursement Profile Setup reports to include data regarding TEACH Grant documents and setup. These reports are printed from **File**, **Print**, **COD**.

2008-2009 COD Technical Reference (July 2008 Update)

The *2008-2009 COD Technical Reference* provides technical specifications and record layouts for transmitting Pell Grant, ACG, National SMART Grant, and Direct Loan data to the COD System.

An update to the *2008-2009 COD Technical Reference, Volume III* (Pell Grant, ACG, National SMART Grant & Direct Loan Combination System Supplement) will be published in July 2008 that adds record layouts, data edits, message classes, and other TEACH Grant information.

When it is available, you can download the updated technical reference from the FSAdownload Web site, located at fsadownload.ed.gov.

Microsoft Windows Vista Compatibility

At this time, we have not certified the Microsoft Corporation's Windows Vista as a supported operating system for EDExpress or the other EDESuite software products. This guidance also applies to the local area network (LAN) or "server" version of Windows, known as Windows Server 2008, which was released by the Microsoft Corporation in February 2008. We will communicate about additional supported operating systems after completion of our certification process.

Reminders

Back Up Your Database Regularly

You should back up your EDExpress database file (**expres89.mdb**) regularly so you do not lose your data. We recommend that you back up your files after each major update to your database (for example, after updating a large group of student records), or at least once a week. You should also back up your data before and after you run the software utilities as a precautionary measure.

EDExpress does not include a backup utility. You must use your own backup system. Be sure to test your backup system regularly to verify that you can reliably restore your database.

Optimize Your Database with Software Utilities

EDExpress contains utilities enabling you to optimize your database to prevent problems. We recommend that you run the Compact and Repair Database and Verify Database utilities at least once a week. Be sure to create a backup of your database before and after running these utilities.

Run the software utilities in the following order:

- Compact and Repair Database

- Verify Database

- Compact and Repair Database

Run the Compact and Repair Database Utility

The Compact and Repair Database utility resolves inconsistencies in record storage and improves the performance of the EDExpress database. Running this utility at least once per week helps to prevent database problems.

Events such as a power outage or a local area network (LAN) failure can corrupt your database if it occurs while users are logged into EDExpress. If your system functions unpredictably (for example, you start getting database error messages), run the Compact and Repair Database utility.

Running the Compact and Repair Database utility on a regular basis can make your database significantly smaller and improve EDExpress' performance. The utility reduces the size of your database by organizing and storing records more efficiently and removes records flagged for deletion.

Warning: Before using the Compact and Repair Database utility, be sure you have space on your hard drive or LAN folder that is at least three times the current size of your EDExpress database. You should also ensure all other users are logged out of EDExpress before running the Compact and Repair Database utility.

Run the Verify Database Utility

Each student record in EDExpress has multiple parts that are stored in different database tables. The Verify Database utility checks the integrity of relationships between these tables. If EDExpress shuts down due to a program error or halts abnormally while you are processing data, links between various parts of a record may become damaged. Verify Database repairs these damaged links within the database.

You should run the Compact and Repair Database utility before and after running the Verify Database utility. Running this utility at least once per week is recommended as part of your preventative maintenance routine.

Warning: Before using the Verify Database utility, ensure you have hard drive or LAN folder space available equal to at least three times the current size of your EDExpress database. You should also ensure all other users are logged out of EDExpress before running the Verify Database utility.